

PART II	DEPARTMENT OF PERSONNEL SERVICES	2.852
	STATE OF HAWAII	2.853
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Minimum Qualification Specifications  
for the Classes:

CORRECTIONAL INDUSTRIES SPECIALIST I, II, III, IV  
(CORRECTIONAL INDS SPCLT I, II, III, IV)

Basic Education/Experience Requirements:

Graduation from an accredited college or university with a baccalaureate degree.

Excess work experience as described below in the Experience Requirement section or any other progressively responsible administrative, professional or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively material such as reports and analyses; read and interpret complex written material; and perform research and solve complex problems logically and systematically.

Experience Requirements: Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amount indicated in the table:

Class Title	Specialized Experience (years)	Total Experience (years)
Correctional Ind Spclt I	0	0
Correctional Ind Spclt II	1/2	1/2
Correctional Ind Spclt III	1-1/2	1-1/2
Correctional Ind Spclt IV	2-1/2	2-1/2

Specialized Experience: Progressively responsible work experience in the management or management-related functions of a business enterprise of such size that it required the employment of at least three persons. This experience must have included responsibility for or substantial participation in (although not necessarily on a full-time basis), a) conducting and/or supervising the conduct of business or market feasibility studies which included profit planning, cost and production estimation, and an assessment of whether a business or product merits

development; and/or b) conducting and/or supervising the conduct of studies and analysis, the development of proposals for action, and the implementation of operating procedures and activities in such broad business management functional areas as production, sales and marketing, or finance and accounting; and c) activities which required the applicant to prepare and/or read, understand and interpret financial statements and reports.

Non-Qualifying Experience:

Experience in a business enterprise as a buyer, purchasing agent, direct salesperson, office clerical or production worker are not qualifying work experience.

Substitutions Allowed:

Substitution of Education for Experience: Either 1 or 2 below may be substituted for the required work experience in the amounts specified.

1. Possession of a baccalaureate degree in Business Administration from an accredited college or university may be substituted for one-half (1/2) year of the required Experience.
2. Possession of a master's degree in Business Administration from an accredited college or university which included graduate level coursework in management, research, finance and marketing may be substituted for one and one-half (1-1/2) years of the required Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the

connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes CORRECTIONAL INDUSTRIES SPECIALIST I, II, III, IV.

DATE APPROVED: 6/3/88

Alfred C. Lardizabal  
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Director of Personnel Services